

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
Denver, Colorado 80225-0047

In Reply Refer To:
1382 (BC-630) **P**

January 27, 1997

Instruction Memorandum No. BC-97-015

Expires: 9/30/98

To: All Washington Office and Field Officials

From: Liaison, National Business Center

Subject: Reduced Per Diem for Temporary Duty and Training Travel for Periods of 30 or More Days

Prior Memorandum has been issued on the above subject. To reiterate for your information when travel assignments involve extended periods at temporary duty or training locations, the per diem rate will be reduced to 55 percent of the full per diem rate (lodging plus meals and incidental expenses) specified in the Federal Travel Regulation for the location, unless a different rate is fully justified. Under unusual situations, the reduced rate may be increased or decreased depending on the conditions and necessary cost that must be incurred by the traveler. A justification may be approved by the State Director and attached to the travel voucher. A flat per diem rate MAY NOT be established to provide:

- a lodging allowance for staying with friends and/or relatives, or for lodging at his/her abode (home);
- a full M&IE allowance because lodging is obtained with friends or relatives; a reduction should be made to the locality M&IE allowance;
- a payment that will, based on the data available, knowingly allow the employee to receive more than the full M&IE allowance;
- the full locality per diem rate; or
- a payment sufficient to cover periods where per diem is lost due to annual leave or expenses of family members.

If there are any questions on this subject, please call the National Business Center Travel Team: Russ Todaro, (303) 236-6589; Janel Hunley, 236-6609; or Russ Iverson, 236-6616; or local offices (WO) call Sharon Michels, (202) 452-5149.

Signed By:
Gary W. Slimak
Acting Liaison, NBC

Authenticated By:
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